Missouri Public Service Commission

EFIS - Search for Company Address Information

To view contact information for companies, users do not have to be logged on to EFIS.

- 1. From the Welcome screen, click the 'Resources' menu option.
- 2. Select the 'Company Contact Address Query' link to continue to the contact Resources screen.

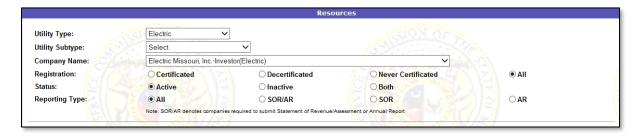


- 3. Utility Type: (required)
 - To find contact information for a single company or all companies of a specific utility type, select the applicable utility type from the 'Utility Type' list.
- 4. Utility Sub-Type: (optional)
 - Select the utility sub-type from the 'Utility Subtype' list.
 - Not all utility types have sub-types.
- 5. Company Name: (optional)
 - To find contact information for a specific company, select a company name from the 'Company Name' list.
 - To find contact information for all companies for a specific utility type, leave the 'Company Name' field set to the default selection.
- 6. Registration: Click a radio button to select one of the options described below.
 - Certificated Limits search results to companies who have been granted a Certificate of Service Authority, have obtained a Video Service Authorization, or have obtained an IVoIP Provider Registration from the Commission, and continues to hold an active certificate or registration with the Commission.
 - Decertificated Limits search results to companies who have been granted a Certificate of Service Authority, a Video Service Authorization, or an IVoIP Provider Registration with the Commission, but whose certificate, authorization, or registration has since been cancelled or revoked.
 - Never Certificated Limits search results to companies who have never been granted a
 Certificate of Service Authority, a Video Service Authorization, or an IVoIP Provider
 Registration by the Commission.
 - Any company who has participated in any Commission case since April 15, 2002, has a company registration/profile in EFIS. Thus, many non-regulated companies, industry groups, consumer groups, and individuals are listed under this classification.
 - Companies with pending applications will be classified as 'Never Certificated' until their application is approved.
 - All Includes all companies regardless of their EFIS registration type.

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- 7. Status: Click a radio button to select one of the options described below.
 - **Active** Limits search results to companies with an active company registration/profile in EFIS. -- *An 'active' status does not imply that a company is operational.*
 - Inactive Limits search results to companies with an inactive company registration/profile in EFIS. -- An 'inactive' status does not imply that the company is no longer operational. The company may be operational in other states or under a different name. When a regulated company's certificated or registration is cancelled, the company status is changed to 'inactive'.
- 8. Reporting Type: Click a radio button to select one of the options described below.
 - All Includes all companies regardless of their requirements to file a Statement of Revenue or Annual Report with the Commission. -- If a company uses a d/b/a name, this option will list both the parent company name and d/b/a company name separately.
 - **SOR/AR** Limits search results to companies who are required to file a Statement of Revenue **and** an Annual Report with the Commission. -- If a company uses a d/b/a name, this option will list the d/b/a company name only, as compliance filings are submitted under the d/b/a name only.
 - **SOR** Limits search results to companies who are required to file a Statement of Revenue with the Commission. -- If a company uses a d/b/a name, this option will list the d/b/a company name only, as compliance filings are submitted under the d/b/a name only.
 - AR Limits search results to companies who are required to file an Annual Report with the Commission. -- If a company uses a d/b/a name, this option will list the d/b/a company name only, as compliance filings are submitted under the d/b/a name only.



- Choose which type of list to generate by clicking the radio button or check boxes described below.
 - **Utility / Company List** Generates a list of companies for the specified utility type. This list displays the addresses of the utility companies.
 - Law Firm List Generates a list of law firms registered in EFIS. Must have the utility type set to 'All'. (This list is not a recommendation or endorsement of the Commission.)
 - All Contact Types Generates a list of individuals registered in EFIS as contacts for a company or companies. This list can be generated for a single company or for all companies of a specified utility type.
 - Specific Contact Type(s) Generates a list of individuals, who are contacts for companies, based on the type of contact for which they are registered in EFIS. Multiple contact types can be searched at once. If a company does not have an person identified for a specific contact type, the system will generate the list using the contact information of the company's official representative(s).

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Outility / Company List	O Law Firm List		
All Contact Types			
☐ Official Representative	☐ Tariff	☐ Consumer Services	
☐ CFO/Comptroller	☐ Technical	Surveillance	
☐ In-House Attorney	Attorney	☐ Consultant	
☐ Other	Regulatory	☐ Carrier Billing Relations	
☐ Annual Report	Assessment	☐ Interconnection Agreement	
☐ Data Request	Legal	□ <mark>U</mark> niversal Service Fund (USF)	/

- 10. Use the various display check boxes to identify additional data to display on the results screen such as phone number, e-mail address, and etc.
- 11. Click the 'Search' button at the bottom of the page once the desired criterion has been selected.



- 12. The results are displayed on the 'Company Contact Address Query Results' screen.
 - If a company has a d/b/a name, both the parent company name and the d/b/a name will appear as separate records.
- 13. Use the 'Print' button to print the search results screen.
- 14. Use the 'Save as File' button to save the search results data as a Microsoft Excel document, which can be used for reports, mail merge documents, and etc.
- 15. Use the 'Generate PDF' button to open or save the search results page as a pdf document. The document format is compatible with Avery 5162 labels $(1^{1}/_{3}$ " x 4")
- 16. Use the 'New Search' button to reset the search screen.
- 17. Use the 'Exit' button to return to the 'Resources' menu.



For additional assistance, please contact the Data Center at 573-751-7496 or dcsupport@psc.mo.gov.